

CHAPTER 7 TRUSTEE

341 MEETING MINUTES - MULTIPLE CASES

This procedure was developed to expedite the processing of 341 Meetings between the court and the Chapter 7 Trustee's office. This feature enables the Trustee's office to enter the outcome of debtor(s) appearances and have the event immediately recorded to each case record. This procedure allows the trustee to docket in multiple cases all of which are set on the same meeting date. These entries will be TEXT ONLY. (paperless) This feature offers these benefits:

- More timely entries (immediately on the System)
- More efficiency in processing multiple meetings by each trustee
- Ease of entry
- Less chance of error (no one re-entering what you have already typed)
- Reduction of paperwork
- Termination or continuation of the calendar setting
- Notice of electronic filing certifying the entry

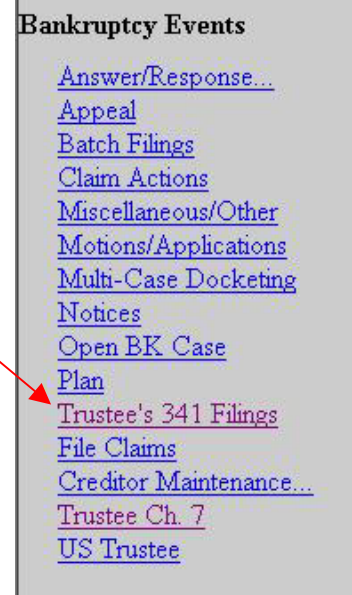
The trustee will have access only to his/her own cases. A user must be logged in as the trustee of record for the targeted activity to appear.



1. Click on **Bankruptcy** in the main menu bar.

2. The Bankruptcy Events screen is presented. Select **Trustee's 341 Filings**.

3. The 341 meeting date screen is presented. Enter the date of the meeting and click on the **Next** button.

A screenshot of a web form titled 'Trustee's 341 Filings'. It contains a 'Date:' label followed by a text input field containing '10/21/03'. Below the input field are two buttons: 'Next' and 'Clear'. A red arrow points to the 'Next' button.

- The 341 Meeting Processing screen displays a list of debtors whose appearances had been scheduled for that day for that trustee.

U.S. Bankruptcy Court [TRAIN] Northern District of Oklahoma Trustee Scott W. Bradshaw Date: 10/21/2003							
Case No.	No Action	Report of No-Distribution	Initial Report	Continue To	Date	Time	AM/PM
03-10532-DLR Annie Jewel Townsend	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03-10664-DLR Joyce Anita McClellan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03-10694-DLR Dianna Lynn Lee	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03-10695-TLM Thomas Scott Turnbaugh and Dawn Elizabeth Turnbaugh	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03-10696-DLR Joyce Anita McClellan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03-10713-TLM Tracy Gaylyn Cantrell	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03-10778-DLR John D. Miller and Bertha Butt	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03-10809-TLM Joan Jones	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03-10931-TLM Patricia D. Silva	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03-10932-DLR Lonnie Ray Bradfield and Martha Claudette Bradfield	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03-10973-TLM Pop n Go Video	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03-10975-TLM Brian Jones	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03-10977-DLR Dusty Blaylock and Deidra Ann Blaylock	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03-10978-TLM Mickey Mouse and Minnie Mee Mouse	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03-10979-TLM Amy Virginia Goetz	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03-10984-DLR Brad Pitt	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit Clear

- There are 4 radio button choices for each case. Each of these columns represents an event in the court's event listing. These same events are also available on the menus to be used by trustees or court staff to docket individual cases. The selections are:

- No Action** - This case will appear on this list again if this option is checked. No processing will be done to this case. This option might be used if debtor(s) did not appear and the trustee might possibly need to file a Motion to Dismiss Case.
- Report of No Distribution** - This refers to any case where the trustee has confirmed there are no assets. The court's entry for No Assets will be docketed to the case and the 341 meeting date will be satisfied.

- **Initial Report** (meeting concluded) - This refers to cases that have been determined to have assets or that the trustee is still determining their status. The court's entry for this report will be docketed to the case and the 341 meeting date will be satisfied.
- **Continue To** - This is an opportunity for the user to reset the meeting date and time. When this option is selected, the previous meeting will be satisfied and a new date for the continued meeting will be set and be docketed to the case.

Only one radio box can be selected for each case. Verify the radio buttons in each case before submission. The final docket text cannot be edited. The text in each case will be based on the box selected. If information at this screen is incorrect, correct it, press the **Back** key in your browser, or start over by clicking **Bankruptcy** on main menu bar. **Once you submit you cannot go back.**

If you wish to submit entries on only some of the cases on the screen, the other entries must be marked with **No Action**, otherwise their entry will be entered and their 341 meeting date will be satisfied.

Click **Submit** to send the entry to the court.

6. A Notice of Electronic Filing will be displayed. The Notice will:
 - a. List the cases which were affected and contain the actual docket text posted to each case;
 - b. Have a hypertext link to the docket for each case; and
 - c. List, for each case, those who will receive an e-mail Notice of Electronic Filing and also list **parties** in the case who will not be sent this e-mail.

The Notice sent to each party will contain information for **all** the cases reported in this process. If a party is in three cases, they will receive the same Notice three times. A party in only one case will receive one notice with information from all the cases.

U.S. Bankruptcy Court [TRAIN]

Northern District of Oklahoma

Notice of Electronic Filing

The following transaction was received from Kirtley, Scott entered on 10/10/2003 at 11:38 AM CDT and filed on 10/10/2003

Case Name: Jeremy Bruce Glantz and Cristey Kay Glantz

Case Number: [03-10882-TLM](#)

Document Number: 6

Docket Text:

Continuance of Meeting of Creditors on 10/27/2003 at 10:00 AM at Room B04 (Kirtley, Scott)

Case Name: Cheryl Ann Culwell

Case Number: [03-10966-TLM](#)

Document Number: 5

Docket Text:

Trustee's Report of No Distribution: Trustee of this estate reports and certifies that the trustee has performed the duties required of a trustee under 11 U.S.C. § 704 and has concluded that there are no assets to administer for the benefit of creditors of this estate. I have received no funds or property of the estate, and paid no monies on account of the estate. Wherefore, the trustee prays that this report be approved and the trustee be discharged from office. (This is text only. There is no corresponding document). (Kirtley, Scott)

Case Name: Matthew Wood and Martha Wood

Case Number: [03-10982-TLM](#)

Document Number: 4

Docket Text:

Trustee's Report of No Distribution: Trustee of this estate reports and certifies that the trustee has performed the duties required of a trustee under 11 U.S.C. § 704 and has concluded that there are no assets to administer for the benefit of creditors of this estate. I have received no funds or property of the estate, and paid no monies on account of the estate. Wherefore, the trustee prays that this report be approved and the trustee be discharged from office. (This is text only. There is no corresponding document). (Kirtley, Scott)

03-10882-TLM Notice will be electronically mailed to:

03-10882-TLM Notice will not be electronically mailed to:

Scott P. Kirtley
Riggs, Abney, Neal, Turpen, Orbison
502 West 6th Street
Tulsa, OK 74119-1016

Michelle A. Matthews
Matthews & Associates, Attorneys, P.C.
4137 S. Harvard Ave., Suite G
Tulsa, OK 74135

Gerald R. Miller
Jones & Miller
627 W. Broadway
Muskogee, OK 74402

Michael A. Shiflet
1700 Southwest Blvd
Tulsa, OK 74107

03-10966-TLM Notice will be electronically mailed to:

03-10966-TLM Notice will be electronically mailed to:

03-10966-TLM Notice will not be electronically mailed to:

Scott P. Kirtley
Riggs, Abney Law Firm
502 West 6th Street
Tulsa, OK 74119

Scott P. Kirtley
Riggs, Abney, Neal, Turpen, Orbison
502 West 6th Street
Tulsa, OK 74119-1016

03-10982-TLM Notice will be electronically mailed to:

03-10982-TLM Notice will not be electronically mailed to:

Brian W. Huckabee
Huckabee & Huckabee, Inc.
406 S. Boulder
Suite 425
Tulsa, OK 74103

Scott P. Kirtley
Riggs, Abney, Neal, Turpen, Orbison
502 West 6th Street
Tulsa, OK 74119-1016

03-11014-DLR Notice will be electronically mailed to: